

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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## **BOARD MEETING MINUTES**

**Thursday, December 20, 2012, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members present:</b>	<b>Board Members not present:</b>
Aaron Guckian, Secretary	Fred Sullivan, Chairman
Peter Ginaitt	Gary Jarvis
Steven Sylven, P.E.	
	<b>Guests:</b>
	Erik Meserve, P.E., AECOM
	Dennis Setzko, P.E., AECOM
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Scott Goodinson, Asst. Superintendent	Mathew Solitro, Collection Systems Manager
Lynda Ortiz, Finance Customer Service Mgr.	Lynn F. Owens, Administrative Coordinator

**1. Call to Order** At 5:30 p.m., Secretary Aaron Guckian called this meeting to order.

### **2. Approval of Minutes**

a. Approval of minutes from the regular meeting held November 15, 2012.

ACTION: Mr. Sylven moved to approve the minutes. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

### **3. Phosphorus Removal Project**

a. AECOM submitted its monthly progress report and the ninety percent (90%) cost estimate.

Erik Meserve, P.E., stated this month AECOM submitted the ninety percent (90%) design documents to WSA for review. He stated they were still on schedule to submit to RIDEM in February. He stated the current cost estimate (\$12.1 million) is in line with the anticipated costs. Director

Burke said she would like to publicly thank Steve Sylven for reviewing the plans (three times). She said it's definitely a better project as a result of Mr. Sylven's input. Mr. Sylven stated the plans are very detailed and well-assembled, what we expect from AECOM.

#### **4. Flood Protection and Mitigation**

##### **a. Financial Report of Flood Expenses**

Mr. Guckian asked when WSA expects full reimbursement from FEMA. Director Burke stated we have been reimbursed for some smaller projects; reimbursements on the larger projects are forthcoming. She stated funds will come into the State first, then to the City. Mr. Guckian asked that Director Burke get a timeline on reimbursements.

##### **b. Flood Protection design contract progress report: AECOM**

Erik Meserve, P.E., reviewed recent activity on the levee project. He said the permitting crew was onsite to delineate and map the wetlands. He stated AECOM developed a boring plan and the drilling crew drilled five additional borings to better define the subsurface strata near and in the levee. He said that the hydro-geo evaluation also included gathering information for seepage analysis.

Mr. Meserve passed out a combined phosphorus/levee schedule update which still shows a design completion date of May 1<sup>st</sup> to incorporate the levee project with the phosphorus project. He said in order to stay on schedule, funding for the remainder of the levee project design must be secured.

Director Burke stated she had forwarded to the Board the latest letter from our congressional delegation to the secretary of Homeland Security appealing FEMA's denial of grant funds for the levee. She said next month we will plan to have the final costs, at least for the phosphorus project, and present requests for certificates of approval for funding the projects. She stated we will have to ask for revenue bond authorization.

##### **c. Bellows Street Pumping Station**

###### **i. Crossman Engineering to submit progress report**

Director Burke reported that WSA submitted the first grant reimbursement request for this project today.

Mathew Solitro, Collection Systems Manager, reported that last Friday WSA received the building permit for the pump station. He stated WSA had to go before the City Building Board of Review for a variance of certain state code requirements. He stated the

Building Official is in agreement and a variance was allowed but the process delayed the job by about five to six weeks. Director Burke thanked Jack Revens for his legal assistance with the appeal.

Mr. Solitro stated the contractor is working on the pilings and their submittals. He stated a revised schedule will be submitted next week. He stated the National Grid electrical line work is complete. He stated National Grid is working on the gas meter service now. He said the site is cleared and all the sheeting is in; the dewatering will start and then the excavation.

Mr. Sylven asked if the contractor will ask for more money because of the delay. Director Burke stated they will ask for an extension of time. Mr. Solitro stated they will not assess any liquidated damages to their subcontractors, and in return, the WSA will do the same.

Director Burke pointed out that the consent agenda includes a listing of preliminary grant requests for Hazard Mitigation funding. She stated grant proposals are due mid-February. She reported that she and Mat Solitro had completed FEMA's advanced incident command training. Mr. Ginaitt mentioned he is also certified in advanced incident command.

## **5. Operation and Maintenance Division**

- a. Purchase Authorization: aeration tank mixer replacement**  
WILO EMU USA LLC, \$27,138.00 (includes shipping charges)

**ACTION:** Assistant Superintendent Scott Goodinson reviewed the purchase request with the Board. He stated this purchase will be funded by our renewal and replacement fund.

Director Burke stated there is a letter in the Board packets from RIDEM supporting the purchase of this equipment in advance of the plant upgrades. Mr. Ginaitt asked if we could ask Rhode Island Clean Water Finance Agency to consider reimbursement of the equipment costs once the project is approved, given that a state agency (RIDEM) is requiring the installation at this time. He suggested WSA document the state mandate to replace the pumps.

Mr. Ginaitt moved approval of the purchase. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

- b. Bid #2013-138 Gasoline, Low Sulfur Diesel & Ultra Low Sulfur Diesel Fuel for Participating Municipalities Co-Operative Purchasing**  
Term: January 1, 2013 - December 31, 2013  
Vendor: Santa Buckley Energy (fixed increment pricing)

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

Mr. Ginaitt suggested some form of redundancy for fuel availability in the event of an emergency.

## 6. Collection Systems Division

- a. Purchase Authorization: Emergency Repairs to Cedar Swamp Pumping Station Manhole  
Hart Engineering Corporation: \$36,000.00

ACTION: Director Burke stated that one of the solutions to the hydrogen sulfide issues at this pumping station is the installation of a drop manhole which will contain the odors and not allow them to become airborne. Mr. Solitro explained that WSA would be responsible for setting up a bypass around the manhole during the construction period. He stated WSA's two six-inch pumps will be onsite to allow for redundancy. Director Burke stated this project is funded by monies borrowed for the 2011 Cedar Swamp line break.

Mr. Ginaitt asked if WSA has an inventory of parts for essential equipment. Mr. Solitro stated any purchase of major equipment includes an inventory of spare parts to have available. Mr. Goodinson stated we have an inventory of critical equipment supply parts; he made note and will take a closer look at the current inventory.

Mr. Sylven stated as a matter of clarification that the proposal says installation of the drop piping inside the manhole, but does not say *furnish* and install. Mr. Solitro stated Hart Engineering did document in an email that they will furnish and install. Director Burke will provide written clarification to the Board. Mr. Sylven asked if it was understood that if Hart needed to remove the entire drop wall, that work is included in the contract price. Mr. Solitro stated that if, upon review, the entire splash wall must be removed, Hart will go from grade to the invert of the 48-inch pipe and they will do the work for the price quoted.

Mr. Sylven made a motion to authorize approval of the contract. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

- b. Bayside I-III Sewer Project: Amendment to GRA contract/design services

ACTION: Held from 8-23-12. Director Burke stated there is nothing new to report.

c. Update on status of future sewer construction

DISCUSSION/ACTION: Director Burke stated there is nothing new to report.

d. Warwick GIS Program Presentation

DISCUSSION/ACTION: Mr. Guckian confirmed that the Board members were advised via email that this item will be held until the January meeting. Director Burke stated she has passwords for the Board members to access the Fuss & O'Neill website if they are interested.

## 7. Administrative Items

a. Review and approval of 2013 Board meeting calendar

ACTION: Mr. Ginaitt made a motion to approve the 2013 Board meeting calendar. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

b. Director's Report

- i. Financial Report
- ii. Administrative Items

Director Burke stated the agenda packets include a monthly budget report comparing budgeted expenses with actual costs. She stated the debt service expenses are not yet reflected in the report (approximately \$10 million). She stated overtime costs are up because we have been down one operator and one mechanic. She stated the water expense is high because the plant water (effluent recycling) system was down for about two weeks because the gear box cracked and a new one had to be fabricated onsite. Assistant Superintendent Goodinson reported that the facility is now back on recycled plant water.

Mr. Sylven asked if there are job classifications to be filled. Director Burke stated one operator is out on workers' compensation and we have a vacant maintenance position, which should be filled soon. She stated that the operator who is out is the swing shift operator and WSA has to pay overtime for another employee to cover those shifts.

Director Burke reported that WSA had advertised the Request for Proposals for a law firm to review our enabling legislation and to recommend changes. She stated the bid opening is scheduled for January 9<sup>th</sup>. She stated the Assessment Review Committee will get together to review the submittals.

- c. Chairman's Report
  - i. Changes to Enabling Legislation relative to Section 2.17 (b)  
Mandatory connection to sewers

DISCUSSION/ACTION: Held from 8-23-12.

- ii. Phosphorus Removal Project: Deadline extension

DISCUSSION/ACTION: Held from 8-23-12.

- iii. WSA Sewer Assessment Deferment Policy

DISCUSSION/ACTION: Held from 9-27-12.

Mr. Guckian suggested these items under Chairman's Report be held. Director Burke suggested the items be included under Old Business for now.

The Board discussed Councilman Solomon's recent docket memo regarding the abolishment of the Warwick Sewer Authority and consolidation of all its duties with the Narragansett Bay Commission. Mr. Ginaitt stated it is imperative that WSA collect its data on the overall costs of running the collection system.

- d. Sewer Assessment Committee Report: no report.

## **8. Drainlayer Consent Agenda – 2013 New License**

- a. Kevin Estano/Manafort Brothers, Inc., Hingham, MA

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

## **9. Drainlayer Consent Agenda – 2013 License Renewals**

- a. Joseph Ramos, J. H. Lynch, Inc., 50 Lynch Place, Cumberland
- b. D'Ambra Construction Co., Inc., 800 Jefferson, Blvd., Warwick
- c. David Merriam, P. O. Box 8794, Warwick
- d. Rick Nunes Construction, 1 Country Lane, Hope
- e. Site Resources, LLC, 1130 Ten Rod Road, N. Kingstown
- f. Armando Ricci/Ricci Drainlaying, 19 Lily Street, Providence
- g. Michael Perri & Sons, Inc., 537 Sandy Lane, Warwick
- h. John T. Kirby, 132 Shamrock Drive, Warwick

ACTION: Mr. Ginaitt moved passage. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

## **10. Consent Agenda - Correspondence**

- a. Correspondence to Mr. and Mrs. Pierce Plat 307 Lot 47 (11-5-12)
- b. WSA to Marylou Reynolds Plat 314 Lot 93 (11-13-12)
- c. WSA October 2012 report to Mayor Avedisian (11-14-12)
- d. WSA to AECOM re: amendment to levee contract (11-15-12)
- e. RIEMA announcement on Hazard Mitigation funding (11-9-12)
- f. WSA Hazard Mitigation funding pre-applications (11-27-12)
- g. RIEMA to FEMA second appeal for levee funding (11-29-12)
- h. WSA November 2012 Financial report to City Council (11-30-12)
- i. WSA November 2012 report to Mayor Avedisian (12-14-12)

ACTION: Director Burke asked the Board to review the Administration's response to Mr. and Mrs. Pierce. She would like to discuss with the Board at an upcoming meeting the matter of sewer extensions and expenses.

Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

## **11. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

No new business introduced.

## **12. Old Business**

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. IPP Local Limits Study
- d. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects
- e. Mandatory Sewer Connection Program/Connect Capable Fee
- f. Infrastructure Improvement: 48" line under Rte. 95

ACTION: no action.

## **13. PUBLIC COMMENT PERIOD:** no members of the public present.

## **14. Adjournment**

Mr. Sylven moved to adjourn the meeting. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Sylven voted in favor of the motion. Motion approved.

At 6:14 p.m. this meeting ended.

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Aaron Guckian, Secretary

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Date Approved